

**NRCG**

# **Mobilization of Local Government Firefighting Resources**

**MONTANA**



**For Use with Montana Local Government Resources**

# 2021 DRAFT Mobilization of Local Government Fire Forces

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# **I. Introduction**

## **A. Scope and Intent**

Montana Local Government Fire Forces (LGFF) are an important part of initial and extended attack for wildland fire suppression capability in the Northern Rockies Geographic Area (NRGA). Often, LGFF are the closest available resources and provide invaluable suppression equipment and personnel. Additionally, since these resources are considered government resources, they provide an excellent value to fire suppression agencies and the taxpayers, by providing an investment in long-term initial and extended attack capability.

Strong cooperation between federal, state, tribal, and local governments is key to successful wildland fire management in the State of Montana. Local Government Forces are recognized as equal partners in wildfire response and as peers to state and federal cooperators. Local Government is represented at the Northern Rockies Coordinating Group (NRCG) by delegates from the Montana State Fire Chiefs Association, the Montana County Fire Wardens Association, and the Montana Sheriffs and Peace Officers Association.

The principal intent of this document is to provide guidance for the safe, cost effective, and timely hiring and mobilization of Montana's Local Government Forces. This mobilization guide is most commonly referred to as the "Umbrella Document," and provides guidance on how Local Government Forces are made available to Northern Rockies (NR) cooperating agencies and the interagency wildland fire system. Standard rates for equipment and personnel while mobilized under this guide are found in the NR supplements (chapters 10 and 50) in the Standards for Interagency Incident Business Management handbook (SIIBM).

Authority for policies and procedures contained herein are granted by the Montana Cooperative Wildland Fire Management and Stafford Act Response Agreement (2017-2021). As outlined in that agreement; Montana Department of Natural Resources and Conservation (DNRC) is the designated lead agency for certification, hiring, mobilization, and payment of Montana LGFF equipment and personnel for use by NR cooperating agencies and the interagency wildland fire system. As the designated hiring agency, DNRC retains the right to manage who, what, and under what circumstances it will mobilize local government personnel or equipment.

NOTE: Resources mobilized through an Emergency Management Assistance Compact (EMAC) are not necessarily subject to provisions contained within this mobilization guide. An EMAC mobilization is negotiated and specifically facilitated by the Montana Department of Disaster and Emergency Services (MT DES) and the sending/receiving agency. For questions on EMAC mobilizations, contact Montana DES (406)-324-4777.

## **B. Supplemental Information**

DNRC is under no obligation to hire, mobilize, dispatch, or sponsor any local government person or fire entity and does so only to meet the needs of the wildland fire system as it deems most appropriate. The intent for LGFF mobilization is to meet interagency wildland fire system needs and to provide specific training opportunities that build the capacity of LGFF. Mobilization of a LGFF is not intended to provide an ongoing "business" for any LGFF entity. The Northern Rockies Coordination Center (NRCC) and all other interagency dispatch centers will fill orders from the best, most logical source, as determined based on urgency, availability, delivery time, reasonable cost, and operational impact on the units.

This plan recognizes the need and legal responsibility of local government entities to provide for continued services within their home jurisdictional boundaries. LGFF entities are responsible for accepting a request for mobilization of resources in a manner that ensures local capability is maintained in their home district during the same time of said mobilization.

When mobilized within the interagency wildland fire system (not through EMAC), LGFF shall be considered agents of the State. Payment for all LGFF personnel and equipment is handled through DNRC, regardless of the incident's jurisdictional agency:

- LGFF resources must bring all original payment documents back to their local DNRC Hiring Office to submit for payment processing upon the conclusion of their assignment.
- Original Fire Payment Packages submitted by LGFF entities, for LGFF equipment or personnel, should be received at the appropriate DNRC Hiring Office within 30 days, and certainly no later than 60 days, after demobilization from the incident of those same resources.
- Fire Payment Packages received after 60 days will be rejected unless prior arrangements have been made with the DNRC Hiring Office. **All fire payment packages must be submitted to the Forestry Division Office (FDO) for final audit by December 31 of the incident year. Fire payment packages received after that date, may not be paid.**
- LGFF equipment and personnel costs will be paid by DNRC, which, in turn, will bill the responsible cooperator agency when applicable.

Procurement of LGFF equipment and personnel will follow the procedures established by the State of Montana DNRC Fire Protection Bureau and local DNRC Hiring Offices. All rates and responsibilities have been established between the State of Montana and representatives of the LGFF. Standard rates for equipment and personnel while mobilized in support of extended attack assignments are found in the NR supplements to Chapter 10 and Chapter 50 of the SIIBM.

DNRC is not authorized to make payments directly to local government fire service organizations. Per Montana Code Annotated ([MCA] 17-8-311), "All payments made by a state agency to any city, town, county, or local government entity must be payable to the Finance Officer of the appropriate city, town, or county."

Occasionally, LGFF may contract directly to a federal agency for a specific fee to provide initial attack or other services on that agency's lands in a predetermined area. Those agreements take local precedence and are exempted from the specific terms of this mobilization guide.

This mobilization guide does not cover the use of LGFF for use on prescribed fire by federal agencies. Those activities will require an independent agreement (typically a specific project financial plan) with the respective federal agency.

## C. Common Descriptions

### 1. Local Government

For the purposes of this mobilization guide, local government is defined as: a county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government; any tribal government or authorized tribal organization; and any rural community, unincorporated town or village, or other public organized entity.

### 2. Local Government Fire Forces

LGFF refers to a subdivision of local government organized and administered as per MCA Title 7 used in support of wildland fire operations. In this document, the following are interchangeable with the term LGFF:

- Fire departments (career, combination, volunteer) including municipal, rural fire districts, volunteer fire company, fire service area, or county rural fire department,
- County or municipal (e.g. town or city) equipment and personnel,
- Volunteer and paid personnel from local government Fire, Emergency Medical Service (EMS), Search and Rescue or Law Enforcement organizations.

A private volunteer fire group, subscription fee for fire service organization/business or other organization which has not been organized and funded as per Title 7, Chapter 33, MCA is not considered a local government fire force for the purposes of this document.

NOTE: If an individual or group who is a member of a LGFF contracts themselves in privately owned/non-department owned equipment under a separate agreement, that individual is considered a private contractor and does not fall under this policy or rules pertaining to LGFF. Non-government owned equipment leased for the purpose of contracting out by a department to the system will, in most instances, be considered private contracting and, thus, not a part of the mobilization of LGFF. The intent for the mobilization of LGFF is for the equipment to be owned, licensed, operated, insured, and staffed by the LGFF entity.

### **3. Certification for Local Government Fire Forces Equipment and Operators**

Hereinafter referred to as the “Chiefs Certification Form” or “Chiefs Cert” the Certification for Local Government Fire Forces Equipment and Operators form aggregates a personnel roster and their respective qualifications into a single document where the signing Chief can attest to the qualifications, skills and abilities of each firefighter. The Chief Officer of each LGFF is responsible for certifying that local government firefighters meet National Wildfire Coordinating Group (NWCG), NRCG, National Fire Protection Agency (NFPA), National Incident Management System (NIMS), or equivalent standards for the positions in which they are operating. This includes proficiency in the type and class of equipment to be operated.

The Chiefs Certification form is used ONLY to document the qualifications of Engine Boss (ENGB), Firefighter Type 1 (FFT1), Firefighter Type 2 (FFT2), Engine Operator (ENOP), and Water Tender Operator (WTOP). All other positions require a DNRC sponsored Incident Qualification Card (often called a Red Card).

### **4. Incident Rental Agreement Form**

The Incident Rental Agreement (IRA) is the formal rental contract between the LGFF entity and Montana DNRC. The IRA details specific information for each piece of equipment, its staffing requirements, and reimbursement rates. The IRA is signed by the Chief Officer/Authorized Agent and the DNRC Hiring Office. Depending on how the equipment is to be hired, Option 1 (unoperated), Option 2 (fully operated), or Option 3 (cooperative agreement) determines which IRA form is to be completed.

All LGFF equipment will be hired on a DNRC IRA using rates found in the NR supplement to Chapter 50 of the SIIBM. Year-to-year agreements (single year) are the preferred agreement method but a DNRC Hiring Office may decide to initiate a multi-year agreement for up to a three (3) year period. If a multi-year agreement is in place, the agreement is bound by the version and rates of the Chapter 50 supplement for the year the agreement was initiated, or until the agreement is cancelled or amended. Multi-year agreements may be amended to reflect current year Chapter 50 rates but must be signed by the DNRC Hiring Office representative (or designee) that initiated the agreement. Rate changes must also be initialed. In order to be eligible to accept assignments outside of the Northern Rockies Geographic Area, LGFF engines and tenders must be hired under Option 2 or Option 3 and operated by LGFF employees.

The [IRA Instructions Checklist](#) and [IRA General Clauses](#) should be jointly reviewed by the DNRC Hiring Office and the LGFF entity whenever a new IRA is completed.

## 5. Incident Qualification Card

An Incident Qualification Card is the official document issued to a person by a sponsoring agency showing their interagency incident management and trainee qualifications to fill a specified fire management position in an incident management organization (often called a red card). DNRC retains absolute discretion for the sponsoring, management, or issuing of Incident Qualifications Cards for LGFF personnel above qualifications allowed for on the Chiefs Certification form.

## 6. Emergency Firefighter (EFF)

The State of Montana, DNRC, hires casuals, or temporary employees, generally referred to as Emergency Firefighters (EFFs). A DNRC EFF is an individual hired out of necessity to cope with a sudden and unexpected emergency, actual or potential, which threatens damage to DNRC protected property. EFFs are hired without a competitive interview process. While individuals may complete all necessary paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed; and are therefore, not paid until they are hired and work on an as-needed basis for an incident. EFF employment is sponsored for an individual wildfire or other hazard incident basis. Employment terminates when the EFF's work on the incident is complete. Employment as an EFF is not guaranteed. Hiring and dispatching EFFs for incidents impacts the limited resources at the DNRC offices that sponsor the EFFs, limiting how many EFFs can be sponsored at any given time. Generally, EFF sponsorship is looked at as to whether it is a benefit to DNRC or the incident management organizations that DNRC supports. Trust and responsibility are critical criteria for all DNRC incident personnel in dealing with the wildfire command structure, agency cooperators, local governments, and the public. DNRC is not obligated to provide an Incident Qualification Card (Red Card), to hire, sign up, or mobilize personnel or equipment. DNRC will determine which (if any) personnel or equipment will be sponsored and mobilized. An EFF must be 18 years or older *at the time of hire* to participate in any type of fire line activity. Those between the ages of 16-17 years old may participate in limited camp duties.

Emergency Firefighters are reimbursed using rates found in the [NR supplement to Chapter 10 in the SIIBM](#).

## 7. DNRC Hiring Office

The DNRC Hiring Office is the local Unit or Area office (i.e. Home Unit) with primary responsibility for the administration of the respective LGFF IRA contract and associated paperwork (hiring, mobilization, and payment processing). LGFF Cooperators must bring all original payment documents back to their local DNRC Hiring Office to submit for payment processing upon the conclusion of their assignment. As the designated hiring agency, DNRC retains the right to manage who, what, and under what circumstances it will mobilize local government personnel or equipment under their area of responsibility.

## 8. Local Standards

LGFF personnel and equipment operating within their own jurisdiction are responsible for establishing and meeting their own local standards. "Local Standards" are the minimum physical fitness, experience, training, and equipment standards recognized within their county or jurisdictional area.

## 9. Northern Rockies Supplements to the SIIBM

NWCG has established common business practices in a handbook-[NWCG Standards for Interagency Incident Business Management \(PMS-902\)](#). The Northern Rockies Coordination Group Business Committee maintains supplements to this handbook with information specific to business operations in the NRGAs. These supplements

(often referred to as the “blue pages”) contain information on the hiring, typing, and payment of wildland fire resources. All of the NR chapter supplements to the SIIBM can be found at the [DNRC Fire Business Website](#).

## II. LGFF Hiring Options

DNRC is designated as the mobilization and payment agency for personnel and equipment obtained from LGFF when dispatched in circumstances other than local initial attack under mutual aid agreements. LGFF equipment and personnel costs will be paid by DNRC, which will, in turn, bill the responsible cooperator agency when applicable. Said resources shall be considered agents of the State. DNRC is under no obligation to sign up, mobilize, dispatch, or sponsor any particular local government person or fire entity and does so only to meet the needs of the wildland fire system.

The intent for mobilization is to meet incident needs and is not intended to provide an ongoing “business” for any LGFF entity. DNRC will determine who, what, and under what circumstances it will mobilize LGFF personnel or equipment. All LGFF personnel who are mobilized under hiring Option 1, 2, or 3 MUST be officially rostered volunteers or employees of the fire department they are hired with to be placed into pay status (primary or secondary roster). As part of being on that roster, the personnel must have either a DNRC sponsored Incident Qualification Card or be on the Chiefs Certification for that department. Rostered department members mean firefighters who are readily available to that Department to respond to incidents within its own jurisdiction on a daily basis throughout the year.

LGFF resources may be hired in one or more of the following ways, however, each option will require a separate agreement. For example, a combination LGFF entity (with paid and volunteer staff) may wish to have equipment be available on both an unoperated and fully operated basis.

In order to be eligible to accept assignments outside the Northern Rockies Geographic Area, LGFF engines and tenders must be hired fully operated under Option 2, or under an Option 3 cooperative agreement, and operated by LGFF employees.

All mobilization, including assignment extension for hire, is subject to DNRC approval, since DNRC carries the expense of every mobilization. Assignment extensions require pre-approval by the DNRC Hiring Office and must be documented on a Resource Extension Request Form.

## A. Option 1-Unoperated

Under this method, equipment and personnel are hired separately. LGFF personnel will be hired as EFFs, (temporary employees of the State of Montana), and the equipment will be hired on a DNRC Unoperated IRA.

Local Government Hiring-Option 1 (Unoperated)	
<b>Personnel</b>	<ul style="list-style-type: none"> <li>LGFF personnel are hired as DNRC Emergency Firefighters (EFFs)</li> <li>EFF pay rates are found in the NR supplement to Chapter 10 in the SIIBM</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>LGFF equipment is hired on a DNRC Unoperated IRA</li> <li>Unoperated equipment rates are found in the NR supplement to Chapter 50 in the SIIBM</li> </ul>
<b>Party Responsible for payroll costs, taxes, and workers' compensation</b>	<ul style="list-style-type: none"> <li>EFFs are MT State/DNRC temporary employees. DNRC is responsible for payroll costs, tax withholding and workers' compensation.</li> </ul>
<b>Travel, Per Diem</b>	<ul style="list-style-type: none"> <li>EFFs are MT State/DNRC temporary employees. Travel is reimbursed according to State of Montana/DNRC travel policies and include Fire Meal Rates.</li> </ul>
<b>Qualification Documentations</b>	<ul style="list-style-type: none"> <li>Qualifications of ENGB, FFT1, FFT2, ENOP, and WTOP are to be documented on the Chiefs Certification form.</li> <li>Qualifications beyond those listed above, require a DNRC sponsored Incident Qualification Card.</li> </ul>
<b>Eligible for out of GACC Assignments?</b>	<ul style="list-style-type: none"> <li>No. Rental agreements for LGFF engines and water tenders hired Unoperated under this option, <u>are not valid</u> outside the Northern Rockies Geographic Area.</li> </ul>

## B. Option 2-Fully Operated

Under hiring Option 2, LGFF equipment is hired on a DNRC Fully Operated IRA staffed with LGFF personnel (operators) included. Personnel remain as LGFF employees and their LGFF entity is responsible for all their own payroll costs, including taxes, and workers' compensation insurance, as required under state law.

Local Government Hiring-Option 2 (Fully Operated)	
<b>Personnel and Equipment</b>	<ul style="list-style-type: none"> <li>Personnel remain employees of the LGFF entity</li> <li>LGFF equipment is hired with personnel (operators) included in the rate</li> <li>Fully operated equipment rates are found in the NR supplement to Chapter 50 in the SIIBM</li> </ul>
<b>Party responsible for payroll costs, taxes, and workers' compensation</b>	<ul style="list-style-type: none"> <li>Personnel remain employees of the LGFF entity. The LGFF entity is responsible for all payroll costs, tax withholding and workers' compensation.</li> </ul>
<b>Travel and Per Diem</b>	<ul style="list-style-type: none"> <li>Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid according to guidelines in the Chapter 10 (white pages) of the SIIBM handbook and reimbursed according to the travel policies of the LGFF payroll entity. In the absence of an established LGFF Travel Policy, State of Montana/DNRC travel policies and Fire Meal Rates will be followed.</li> </ul>
<b>Qualification Documentations</b>	<ul style="list-style-type: none"> <li>Qualifications of ENGB, FFT1, FFT2, ENOP, and WTOP are to be documented on the Chiefs Certification form.</li> <li>Qualifications beyond those listed above require a DNRC sponsored Incident Qualification Card.</li> </ul>
<b>Eligible for out of GACC Assignments?</b>	<ul style="list-style-type: none"> <li>Yes. LGFF equipment hired on an Option 2, Fully Operated basis is eligible to accept assignments outside of the Northern Rockies Geographic Area. Any out of region assignment with a piece of equipment that is over 26,000 lbs. GVW will require an Interstate Commercial Driver's License (CDL) with all applicable endorsements.</li> </ul>

Initial travel and per diem expenses must be paid through the employing LGFF entity and receipted travel must be submitted to DNRC for reimbursement with the LGFF agency invoice. Per diem will be reimbursed at established rates detailed in the LGFF department Travel Policy. In the absence of an established LGFF Travel Policy, reimbursement will be made according to current State of Montana per diem rates. If requesting reimbursement at DNRC Fire Meal rates, receipts are required.

DNRC remains the mobilization and payment agency for LGFF resources on out-of-region assignments. All staffing requirements must meet NWCG standards. For operational purposes and/or for safety reasons some engines or tenders may operate with an additional crew member(s), beyond the minimum, with the written approval of the ordering entity and documented on a resource order. Add an additional \$25.00 per hour to the Fully Operated rate for an additional crew member. Engines or tenders staffed with less than the minimum number of crewmembers are out of compliance and may not be hired.

### C. Option 3-Cooperative Agreement

At the discretion of the local DNRC Hiring Office, an exception may occur when salaried/union departments or other government departments elect to provide their normal payroll and contract their services to DNRC. This is acceptable (with confirmation of workers' compensation coverage) and may be a more agreeable way of meeting the requirements of collective bargaining agreements. This hiring option requires a Cooperative Agreement which is executed between the DNRC Hiring Office and the fiscal authority for the LGFF.

<b>Local Government Hiring-Option 3 (Cooperative Agreement)</b>	
<b>Personnel</b>	<ul style="list-style-type: none"> <li>Personnel remain employees of the LGFF entity. Employees are paid at their salaried or collective bargaining agreement rate.</li> <li>A <a href="#">Cooperative Agreement Billing Rate form</a> is required prior to mobilization.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>LGFF equipment is hired on a DNRC Option 3 IRA (Unoperated)</li> <li>Unoperated equipment rates are found in the NR supplement to Chapter 50 in the SIIBM.</li> </ul>
<b>Party Responsible for payroll costs, taxes, and workers' compensation</b>	<ul style="list-style-type: none"> <li>Per the Cooperative Agreement, personnel remain employees of the LGFF entity. The LGFF entity is responsible for payroll, tax withholding and workers' compensation costs. LGFF payroll expenses are then submitted to DNRC for reimbursement with the LGFF invoice.</li> </ul>
<b>Travel, Per Diem</b>	<ul style="list-style-type: none"> <li>Travel and per diem costs associated with LGFF resources responding to/from an incident will be paid according to guidelines in the Chapter 10 (white pages) of the SIIBM handbook and reimbursed according to the travel policies of the LGFF payroll entity. In the absence of an established LGFF Travel Policy, State of Montana/DNRC travel policies and Fire Meal Rates will be followed.</li> </ul>
<b>Qualification Documentations</b>	<ul style="list-style-type: none"> <li>Qualifications of ENGB, FFT1, FFT2, ENOP, and WTOP are to be documented on the Chiefs Certification form.</li> <li>Qualifications beyond those listed above require a DNRC sponsored Incident Qualification Card.</li> </ul>
<b>Eligible for out of GACC Assignments?</b>	<ul style="list-style-type: none"> <li>Yes. LGFF equipment hired on an Option 3, Cooperative Agreement basis is eligible to accept assignments outside of the Northern Rockies Geographic Area. Any out of region assignment with a piece of equipment that is over 26,000 lbs. GVW will require an Interstate Commercial Driver's License (CDL) with all applicable endorsements.</li> </ul>

For combination departments, if the LGFF chooses to include volunteer staff under Option 3, the LGFF could put volunteers into pay status using the current EFF pay rates (detailed in the NR supplement to [Chapter 10 in the SIIBM handbook](#)) plus benefits. Prior to mobilization under hiring Option 3, the LGFF will provide DNRC with

normal and overtime billing rates (including benefits) of all employee(s) being mobilized. The [Option 3 – LGFF Cooperative Agreement Personnel Billing Rate Form](#), is REQUIRED to be attached to the Cooperative Agreement and submitted to DNRC prior to any resources being mobilized. The LGFF will bill DNRC for receipted travel (see chart) and per diem expenses, normal payroll (hourly rates will not exceed normal rate of pay), including overtime, and if applicable, the Unoperated rate for the equipment. LGFF backfill and administration costs will not be reimbursed.

#### D. Single Resource/Unaffiliated EFF

Personnel may be hired as EFFs independent of LGFF equipment and be dispatched as single resources (including individuals unaffiliated with LGFF). These individuals may accept assignments in region and out of region with the approval of the local DNRC Hiring Office. Single resource or out-of-region assignments require a DNRC sponsored Incident Qualification Card.

Local Government Hiring-Single Resource/Unaffiliated EFF	
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• LGFF personnel are hired as DNRC Emergency Firefighters (EFFs)</li> <li>• EFF pay rates are found in the NR supplement to Chapter 10 of the SIIBM</li> </ul>
<b>Equipment (if applicable)</b>	<ul style="list-style-type: none"> <li>• LGFF Equipment used by a Single Resource is to be hired on a DNRC IRA (Unoperated) using equipment rates found in the NR Chapter 50 SIIBM</li> <li>• Privately-owned vehicles to be used on incident, are to be resource ordered and hired using an Emergency Equipment Rental Agreement and rates/requirements are found in the NR supplement to Chapter 20 of the SIIBM</li> <li>• Rental vehicles may be authorized. Consult the local DNRC Hiring Office.</li> </ul>
<b>Party Responsible for payroll costs, taxes, and workers' compensation</b>	<ul style="list-style-type: none"> <li>• EFF's are DNRC employees. DNRC is responsible for payroll costs, tax withholding, and workers' compensation.</li> </ul>
<b>Travel, Per Diem</b>	<ul style="list-style-type: none"> <li>• EFF's are DNRC employees. Travel is reimbursed according to State of Montana/DNRC travel policies and Fire Meal Rates.</li> </ul>
<b>Qualification Documentations</b>	<ul style="list-style-type: none"> <li>• Qualifications of ENGB, FFT1, FFT2, ENOP, and WTOP are to be documented on a Chiefs Certification form.</li> <li>• Qualifications beyond those listed above require a DNRC sponsored Incident Qualification Card</li> </ul>
<b>Eligible for out of GACC Assignments?</b>	<ul style="list-style-type: none"> <li>• Yes, with the approval of the local DNRC Hiring Office</li> </ul>

Pay rates for firefighters hired as EFFs are based on the qualification for the duty position assigned. Trainee positions shall be paid one pay grade below the qualified pay grade. For current pay rates see the EFF pay plan in the [NR supplement to Chapter 10 in the SIIBM](#).

During travel to an incident, single resource EFFs might operate passenger vehicles (i.e. pickups, sedans) belonging to a LGFF, a private individual, or DNRC. Prior authorization is required for use of a personal vehicle. The State of Montana Personal Vehicle Use Authorization Form must be completed and approved by an authorized DNRC official. If approved to use a personal vehicle, the EFF will be reimbursed for mileage at state rates. This request for reimbursement should be documented on a Travel Expense Voucher. If the vehicle is specifically ordered on a resource order for use on the incident, it should be signed up on an EERA at the local DNRC Hiring Office and paid at a daily and/or mileage rate, as applicable.

### III. Personnel Standards

#### A. Physical Fitness Standards

The following physical fitness standards apply to all firefighters hired by DNRC and mobilized for interagency incidents. Local standards apply for resources working within their normal jurisdiction or operating in a mutual aid situation.

Montana DNRC utilizes the Work Capacity Test (WCT) to measure job related work capacity. The NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1) identifies fitness levels for specific positions. There are three fitness levels (Arduous, Moderate, and Light) which require an individual to demonstrate their ability to perform the fitness requirements of the position. Positions in the “no fitness level required” category are normally performed in a controlled environment, such as an incident base or camp.

WCT Category	Distance	Weight	Time
Arduous Pack Test	3 Miles	45 lbs.	45 min.
Moderate Field Test	2 Miles	25 lbs.	30 min.
Light Walk Test	1 Mile	None	16 min.

- Arduous – Duties involve field work requiring physical performance with above average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of the work typically is set by the emergency conditions.
- Moderate – Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, twisting, and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.
- Light – Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.

Before training for the test or the duties of the job, an individual must first complete a health screening questionnaire (HSQ or medical history) designated by the hiring agency. Individuals are responsible for their physical condition and their health. No amount of health screening or medical examination can ensure an individual’s safety during a work capacity test or during fire duties. Individuals who are uncertain about the condition of their health, have been inactive, or are seriously under or overweight, should consult their personal physician before beginning training, taking a work capacity test, or engaging in wildland firefighting duties.

The NWCG publication Work Capacity Test Administrator's Guide (PMS 307) NFES #1109 further outlines the policies and procedure for the work capacity test and can be found online at:

<https://www.nwcg.gov/sites/default/files/publications/pms307.pdf>

## B. Training and Qualification Standards

The NRCG agencies have agreed to recognize and accept each member agency's individual fire training and qualification standards. All LGFF firefighters mobilized by DNRC for use on interagency incidents will meet the training requirement for the specific position(s) qualifications in accordance with NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1), NIMS or NFPA equivalency.

LGFF entities operating within their own jurisdiction or operating in a mutual aid situation are responsible for establishing and meeting their own local standards. "Local Standards" are the minimum physical fitness, experience, training, and equipment standards or equivalencies recognized within their city, county, or jurisdictional area.

LGFF firefighters hired and mobilized for use on interagency incidents will be certified by their LGFF Chief Officer that they meet either NWCG training requirements or demonstrate having the equivalent knowledge, skills, and abilities to perform the position listed on the Chiefs Certification Form. Tables for LGFF training requirements, experience, physical fitness, and EFF classification are listed below:

Training and Qualifications Standards for LGFF Wildland Fire Positions					
Wildland Fire Position	FFT2 Firefighter	FFT1 Adv. Firefighter	ENOP Engine Operator	ENGB Engine Boss	WTOP Water Tender Operator
<b>Required Training</b>	ICS-100, L-180, S-130, S-190, IS-700 RT-130**	S-131, RT-130	Same as FFT1***	ICS-200, S-230, S-290 RT-130	ICS-100, L-180, S-130, S-190, IS-700 RT-130**
<b>Other training to support KSA's</b>	N/A	S-211, S-212, S-219	Same as FFT1***	L-280, S-219, S-231, S-260, S-270, IS-800	N/A
<b>Required Experience</b>	N/A	Satisfactory performance as FFT2 Completion and Certification of PTB as a FFT1	Same as FFT1***	Satisfactory performance as FFT1 Completion and Certification of PTB as a ENGB	N/A
<b>Physical Fitness</b>	Arduous	Arduous	Arduous	Arduous	Light
<b>EFF Classification</b>	EFF-C	EFF-D	EFF-E	EFF-F	EFF-E
<p>**The Annual Fireline Safety Refresher (RT-130) is not required for the very first year as a Firefighter Type 2 (FFT2); however, it is required for ALL POSITIONS subsequent years.</p> <p>***Engine Operators may be used on engines when the engine is included in a Strike Team and a qualified Strike Team Leader Engine (STEN) is assigned and in charge of the Strike Team. ENOP may also be used when the engine is paired up with another engine that has a qualified Engine Boss assigned. The Engine Boss will provide direct supervision to the engine manned with an ENOP.</p>					

Using the DNRC Chiefs Certification form, the LGFF Chief Officer has the authority to "Chief Certify" those individuals for the positions of ENGB, FFT2, FFT1, ENOP, and WTOP only. All other positions require a DNRC sponsored Incident Qualification Card. DNRC will determine which (if any) personnel or equipment will be

sponsored and mobilized. Generally, incident qualification card sponsorship is looked at as to whether it is a benefit to DNRC or the incident management organizations that DNRC supports.

### **Structure Fire Suppression and Protection**

LGFF firefighters mobilized on Type 1 or 2 engines, for the primary purpose of structure protection duties that may include structure fire suppression shall be trained and equipped for those duties including:

- Firefighter 1 or 2 Certifications (NFPA 1001)
- Fire Officer 1 or 2 Certifications (NFPA 1021)

<b>Standards for LGFF Fire Positions-Structure Fire Suppression/Protection (Type 1 &amp; 2 Engines)</b>				
Wildland Fire Position	FFT2 Firefighter	FFT1 Advanced Firefighter	ENOP Engine Operator	ENGB Engine Boss
NFPA Position	Firefighter 1	Firefighter 2	Driver/Operator or Engineer	Company Officer
Required Training	ICS-100, L-180, S-130, S-190, IS-700, RT-130** and appropriate training to meet NFPA 1001 or 1021 or equivalent***			
Physical Fitness	Light	Light	Light	Light
EFF Classification	EFF-C	EFF-D	EFF-E	EFF-G
<p>**The Annual Fireline Safety Refresher (RT-130) is not required for the very first year as a Firefighter Type 2 (FFT2); however, it is required for ALL POSITIONS subsequent years.</p> <p>***The MSU Fire Services Training School certificate for NFPA FF1 Training Standard 1001 meets this requirement; or the fire department Chief can attest to the individual's ability to perform at the NFPA FF1 Training Standard 1001 Level by a Chiefs Certification for Local Government Fire Forces Equipment and Operators form signed by the Chief of the LGFF or an Incident Qualification Card.</p>				

All structure protection operations will be in accordance with local standards and the [NRCG Structure Protection Guidelines](#).

The LGFF Chief Officer is responsible for certification of those structural firefighting qualifications on the Chiefs Certification form. The MSU Fire Services Training School certificate for NFPA FF1 Training Standard 1001 will meet this certification requirement. Firefighters assigned to structure protection on wildland engines, Type 3-7 do not need to meet NFPA training certifications or equivalencies.

### **C. Certification and Documentation Standards**

The Certification for Local Government Fire Forces Equipment and Operators form is intended for rostered department members for which the respective LGFF Chief Officer is responsible. The Chiefs Certification form aggregates a personnel roster and their respective qualifications into a single document where the signing Chief can attest to the qualifications, skills, and abilities of each firefighter. The Chief Officer of each LGFF is responsible for certifying that local government firefighters meet NWCG, NRCG, NFPA, NIMS, or equivalent standards for the positions in which they are operating. This includes proficiency in the type and class of equipment to be operated. The Chiefs Certification form is used ONLY to document the qualifications of Engine Boss (ENGB) Firefighter Type 1 (FFT1), Firefighter Type 2 (FFT2) Engine Operator (ENOP), and Water Tender Operator (WTOP). All other positions require a DNRC sponsored Incident Qualification Card.

NRCG agencies may verify compliance by checking Incident Qualification Cards, Chief's Certification forms, and/or training records for all local government firefighters they hire.

## D. Personal Protective Equipment Standards

LGFF firefighters hired and mobilized for use on interagency incidents will be equipped to meet DNRC's standards for personal protective equipment as described in DNRC's Wildland Fire Suppression Manual ([900 Manual](#)). LGFF entities are responsible for supplying personal protective equipment to their firefighters. If DNRC, or another NRCG agency issues protective clothing and equipment to local government personnel and these items are not returned to the issuing agency, the cost will be deducted from any payment due to the corresponding local agency.

### Standard Personal Protective Equipment for Wildland Personnel

- Boots: All leather, lace-up type, minimum 8 inches high with lug-type soles in good condition (steel toe boots are unacceptable).
- Hard Hat: Plastic, Class B, ANSI Z89.1, 1986, OSHA approved, with chin strap. Note: Hard hat meeting NFPA Standard 1977, 2005 Edition, is required.
- Gloves: One pair of heavy-duty leather per person.
- Eye Protection: One pair per person (meets standards ANSI Z87.1, latest edition).
- Head Lamp: One lamp per person with batteries and attachment for hard hat.
- Canteen: Quart size, two per person required, four per person recommended (filled prior to arrival at incident).
- New Generation Fire Shelter: One serviceable shelter for each person.
- Flame Resistant Clothing: Shirt and trousers for routine fireline duties, flame resistant clothing must:
  - Self-extinguish upon removal from heat source.
  - Act as an effective thermal barrier by minimizing conductive heat transfer.
  - Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
  - Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (Nomex), or other similar fabric.
- Line Gear (Day Pack)
- Current Incident Response Pocket Guide (IRPG), NFES 001077

LGFF firefighters mobilized on Type 1 or 2 engines, for the primary purpose of structure protection duties that may include structure fire suppression shall be trained and equipped for those duties with a full complement of appropriate personal safety clothing and equipment (e.g., turnouts, Self-Contained Breathing Apparatus, etc.) for performance in a structure suppression role. Structural Firefighters should also include a set of wildland PPE (including fire shelter) as well as the above when assigned to structural protection on wildland fire incidents.

## E. Commercial Driver's Licenses

Driver/operators of fire equipment are to be properly licensed for the apparatus they are operating. LGFF fire apparatus responding to or returning from a fire emergency within the state are exempt from the definition of Commercial Motor Vehicle Carrier under Montana law and, thus, a LGFF driver/operator may not necessarily have a Commercial Driver's License (CDL). However, drivers of LGFF equipment are encouraged to possess an appropriate CDL and all drivers shall have the knowledge, skills, and abilities for the type and class of firefighting equipment being operated. Driver/operator training should meet or exceed applicable standards as certified by the Chief Officer or his/her designee and is highly encouraged and recommended for each department.

Any out-of-region assignment with a piece of equipment that is over 26,000 lbs. Gross Vehicle Weight (GVW), has airbrakes or meets the definition of a commercial vehicle will require a CDL license with all applicable endorsements.

## F. Personnel Hiring Documents

The State of Montana DNRC hires casuals, or temporary employees, generally referred to as state Emergency Firefighters (EFFs). A DNRC EFF is an individual hired of necessity to cope with a sudden and unexpected emergency, actual or potential, which threatens damage to DNRC protected property. EFFs are hired without a competitive interview process. While individuals may complete all necessary paperwork to be available as an EFF during a wildfire season, or an extension of the wildfire season, they are not employed; and are therefore, not paid until they are hired and work on an as-needed basis for an incident. The following documents must be completed by an EFF using their legal name as shown on their Social Security card and a copy kept on file at the responsible DNRC Hiring Office for each EFF employee hired. The original forms are to be sent to the DNRC Payroll Department upon hiring.

These forms are available from DNRC Land or Unit Offices, and on-line at:

<http://dnrc.mt.gov/divisions/directors-office/human-resources/eff-hiring-documents>

- EFF Hiring Packet Forms and Policies check list – must include the DNRC hiring official name on the form
- Emergency Firefighter Employment Form
- W4 – Employee Withholding Allowance Certificate
- Decedent's Warrant - Must be fully completed, including social security numbers and dates of birth.
- Employment Eligibility Verification (USCIS Form I-9)
- Public Employees' Retirement System (PERS) Optional Membership Election - The ORIGINAL copy must be submitted for processing.
  - Public Employees' Retirement System (PERS) Membership/Designation of Beneficiary Card-This form is only required if the EFF elects to be a member of PERS on the Membership Election form above.
- PERS Information Acknowledgement Form
- Confirmation of Receipt of DNRC Policies by EFFs
- SSA-1945 Statement concerning your employment in a job not covered by Social Security
- Ethics Acknowledgement Form
- EFF Employment Conditions Acknowledgement

EFF employees are normally paid upon completion of the fire assignment via direct deposit if elected or by check mailed to the address shown on the W-4. Payment is made directly from the completed Incident Time Report, (OF-288). At the time of demobilization from an incident, the completed original OF-288 and signed Crew Time Reports, or the combined DNRC Emergency Personnel & Equipment Shift Ticket, MUST be transferred to the responsible DNRC Hiring Office for processing, preferably by hand with the demobing resource. Copies of these documents may stay at the incident. On long duration incidents, consideration should be given to biweekly transmission of EFF payroll documents; however, this must be prearranged with the responsible DNRC Hiring Office.

## IV. Fire Equipment Standards

### A. General Information

LGFF entities should work with their local DNRC Hiring Office to complete hiring paperwork, IRAs and Chiefs Certification forms prior to the core period of the fire season. Pre-inspections are not mandatory, but recommended, and will be done through the LGFF Chief Officer's request to DNRC. Procurement officials, during emergency situations, are under no obligation to set up or make special arrangements to have a government fire expert available to do an inspection or certification.

In order to be placed in to pay status, LGFF equipment must be hired on a DNRC IRA. All rates and responsibilities have been established between the DNRC and representatives of the LGFF at the time of hire. Renegotiation at incidents should be avoided. If there are compelling reasons for renegotiation, the responsible DNRC hiring individual must be involved in the negotiations.

- When classifying equipment, all the requirements for both equipment and personnel set forth in the [NR supplement to Chapter 50 of the SIIBM](#) must be met to be acceptable for pay status.
- All types shall meet federal, state, and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded. Equipment lacking certification by not meeting the minimum requirements shall be used only when certified equipment is unavailable. Personnel not meeting the minimum requirements shall not be used.
- All Engines, Water Trucks, and Support Tenders hired per the terms in this guide should be able to be legally driven on highways under their own power and be able to travel at a minimum of 50 miles per hour.
- All wildland engines (Types 3-7) shall be able to prime and pump water from a 10-foot lift.
- All pumps shall have pressure gauges that meet the minimum pump pressure rating.
- Per recommendations from NWCG and NRCG and in response to Aquatic Invasive Species (AIS) concerns, all water handling equipment must be equipped with a functioning foot valve on the draft hose. Additional mitigation measures may be required based on NWCG publication PMS 444 and/or direction from government AIS specialists.
- All personnel are to be in a seated, belted position within an enclosed cab.
- The LGFF will be responsible for providing proof of liability coverage for the equipment, in accordance with Montana State Law. The State will not provide liability insurance for equipment owned by local government entities.

### **DNRC Hybrid Engines**

"Hybrid Engine" means - engines in which a county/LGFF owns the chassis and the state of Montana DNRC has provided the fire package, including the pump, bed, and toolboxes.

- In the NRGAs - The rates for a hybrid engine are 67 percent of the applicable unoperated rate in the [NR supplement to Chapter 50 of the SIIBM](#).
- Out of The Northern Rockies – The rate shall be 100 percent if a department has a hybrid engine and they are eligible to be hired under Option 2 as Fully Operated, or Option 3 as a Cooperative Agreement, and take an out of the NRGAs assignment.

### B. Equipment Standards and Typing

LGFF engines and water tenders will be typed as described below and as found in the [NR supplement to Chapter 50 in the SIIBM](#). When classifying equipment, all the requirements for both equipment and personnel must be met to be acceptable for pay status.

Minimum Engine Standards for Type							
	Structure		Wildland				
Engine Type	1*	2*	3	4	5	6	7
Components							
Pump Capacity ** GPM @ PSI	1000+ @ 150	500 @ 150	150 @ 250	50 @ 100	50 @ 100	50 @ 100	10 @ 100
Tank Capacity (Gallons) Minimum/Maximum	300/ None	300/ None	500/ None	750/ None	400/ 750	150/ 400	50/ 200
Hose, 2½ inches (feet)	1,200	1,000					
Hose, 1½ inch (feet)	500	500	1000	300	300	300	
Hose, 1 inch (feet)	-0-	-0-	500	300	300	300	200
Ladder (feet)	***48'	***48'					
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs.)	-	-	-	-	26,000	19,500	14,000
Master Stream (GPM)	500	500					
Personnel (minimum)	4	3	3	2****	2****	2****	2****
<p>* Type 1 and 2 Structural Engines must meet minimum specifications of NFPA for the year in which they were manufactured.</p> <p>** All pumps shall have pressure gauges that meet the minimum pump pressure rating.</p> <p>*** This includes a 24-foot extension ladder, 14-foot roof ladder, and 10-foot attic ladder for a total of 48 feet of ladder.</p> <p>**** For engines hired fully operated, the rate is increased by a rate of \$25.00/hr. for each formally ordered additional crewmember. This must be approved by the host agency and ordered through the resource ordering process.</p> <p>NOTE: Engines specifically designed for on-road and structure work may not be signed up as wildland engines.</p> <p>No compensation will be given for foam units; however, foam used during the incident may be replaced or compensated as part of operating supplies.</p>							

#### **MINIMUM REQUIRED COMPLEMENT FOR ENGINES**

- 2 Gated wyes, 1½ inches National Hose (NH) threads
- 4 Reducers, 1½ inches NH female to 1-inch National Pipe Straight Hose (NPSH) male
- 2 Nozzles, combination fog/straight stream, 1-inch NPSH female
- 2 Nozzles, combination fog/straight stream, 1½ inch NH female
- 20 Feet, suction hose with strainer or screened foot valve
- 2 Shovels, size 0
- 2 Pulaski
- 1 Spanner wrench, combination 1-inch to 1½ inches
- 1 Adapters 1-inch NH female to 1-inch NPSH male
- 1 Adapters 1-inch NPSH female to 1-inch NH male
- 2 Increasers 1-inch NPSH female to 1½ inches NH male
- 1 Double male 1½ inches NH threads
- 1 Double female 1½ inches NH threads
- 1 Fire hose clamp
- 1 First aid kit (five person)
- 1 Set of three (3) reflectors
- 1 Fire extinguisher (5BC or better)
- 1 Set of wheel chocks
- 5 Gallons (minimum), fuel to operate pump for 12 hours
- 1 Pump for water fill or have drafting capabilities
- 300 feet of ¾-inch synthetic garden hose – 50-foot sections
- 4 Reducers, 1-inch NPSH to ¾ inch GH
- 2 Adjustable nozzles ¾ inch
- 1 Mop up wand ¾ inch receptor for hose
- 4 Gated Wye ¾ inch
- 5 Inline ball valves ¾ inch
- 1 1-inch gated Wye NPSH
- 1 1½ inch to 1-inch inline T or 1½ inch to 1-inch water thief
- 2 ¾ inch ball valve shut-off

Minimum Water Tender Standards for Type					
Equipment Type	Water Tender			Tactical Tender	
	1*	2*	3*	1*	2*
Pump Capacity (GPM)**	300	200	200	250gpm @ 150psi	250gpm @ 150psi
Tank Capacity (Gallons)	4000+	2500	1000	2000+	1000-2000 (max)
Off-Load Capacity (GPM)	300	200	200	n/a	n/a
Maximum Refill Time	30 minutes	20 minutes	15 minutes	n/a	n/a
Drafting Capability	Yes	Yes	Yes	Yes	Yes
¾" ID Hose Reel/Booster	n/a	n/a	n/a	100'	100'
Pump and Roll	n/a	n/a	n/a	Yes	Yes
Foam Proportioner	n/a	n/a	n/a	Yes	Yes
Personnel (Minimum)	1***	1***	1***	2	2
<p>* Water Tenders must meet minimum specifications of NFPA for the year in which they were manufactured.</p> <p>** All pumps shall have pressure gauges that meet the minimum pump pressure rating.</p> <p>*** For tenders hired fully operated, the rate is increased by a rate of \$25.00/hr. for each formally ordered additional crew member. This must be approved by the host agency and ordered through the resource ordering process.</p>					

### **MINIMUM REQUIRED COMPLEMENT FOR WATER TENDERS**

- 1½ inch nozzle, NH-combination; fog/straight stream (plastic is acceptable)
- 1½ inch NH female to 1-inch NPSH male reducer
- 20 feet suction hose (minimum) with strainer or screened foot valve
- Shovel, size 0
- Pulaski
- Frame or Self Standing Portable water tank 1000-gallon minimum (Porta-Tank)
- Spanner wrench, combination, 1½-2½ inches
- Adjustable hydrant wrench
- 2 adapters, 1½ inches NPSH female to 1½ inches NH male
- 2 adapters, 1½ inches NH female to 1½ inches NPSH male
- 2 reducers, 2½ inches NH female to 1½ inches NH male
- 1 double male, 1½ inches NH
- Tire Tread Depth equal to DOT Standards
- 1 double female, 1½ inches NH
- 1 gated Wye, 1½ inches NH
- 1 Forestry hose clamp - 2½ inches
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5BC or better)
- Wheel chocks (meets industry standards for wheel chocks)
- Fuel to operate pump for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- 100 feet of 1½ inches, cotton/synthetic hose, NH thread
- 50 feet of 2½ inches cotton/synthetic hose, NH thread
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread

### **MINIMUM REQUIRED COMPLEMENT FOR TACTICAL WATER TENDERS**

- 1 – Live hose reel minimum 100 foot of 1-inch hose non-collapsible w ¾ inch inside diameter
- 1 – Handheld programmable radio
- 1 – Nozzles, combination fog/straight stream, 1 ½ inch NH female
- 2 – Shovels, size 0 or 1
- 2 – Pulaskis
- 1 – Spanner Wrench, combination 1 ½ inch to 2 ½ inch
- 1 – Adjustable Hydrant Wrench
- 2 – Adapters 1 ½ inch NPSH female to 1 ½ inch NH male
- 2 – Adapters 1 ½ inch NH female to 1 ½ inch NPSH male
- 2 – Reducers 2 ½ inch NH female to 1 ½ inch NH male
- 1 – Reducer, 1 ½ inch NH female to 1-inch NPSH male
- 1 – Double male 1 ½ inch NH
- 1 – Double female 1 ½ inch NH
- 1 – Gated Wye 1 ½ inch NH
- 1 – Fire Hose Clamp 2 ½ inch
- 300 feet – 1 ½ inch cotton/synthetic hose NH thread
- 100 feet – 2 ½ inch cotton/synthetic hose NH thread
- 10 – Fusees (fire starter)
- 2 – Line Gear (day pack)
- 20-foot Suction hose with strainer or screened foot valve
- 1 first aid kit (five person)
- Reflectors (1 set of 3)
- Fire extinguisher (5BC or better)
- Wheel chocks (meets industry standards for wheel chocks)
- Fuel to operate pump and engine for 12 hours (minimum 5 gallons)
- 2 each, portable hand lights
- Discharge outlets: 2 each 1½ inches NH thread
- Discharge outlet, 1 each 2½ inches NH thread
- Tire tread depth equal or better than DOT Standards
  - (4/32 inch on steering tires and 2/32 inch on remaining tires)
- Monitor
- Foam Proportioner
- Minimum 4-inch Dump Valve at bottom of tank (min. 34 inch from ground)
- Back up Alarm (87 Decibels measured at 5 feet) and back up lights (2)
- Baffled Tank

### **C. Operating Supplies**

LGFF equipment is considered an agency resource. Fuel and oil used to and from an incident and while assigned to a fire will be provided by the using agency (hired dry). Costs will be reimbursed with proper documentation (i.e. detailed receipt). Normal wear and tear (see IRA General Clauses) and normal maintenance usually will be the LGFF's responsibility. LGFF engines may be reimbursed normal maintenance expenses (e.g., oil changes, tires etc.) at the discretion of the DNRC Hiring Office if deemed appropriate, such as if equipment was used excessively on the incident above normal wear and tear, or in lieu of paying the equipment (i.e., county coop equipment). This must be approved by the DNRC Hiring Office and will be reimbursed on actual costs expended and documented on a detailed receipt.

### **D. Inventory and Replacement Equipment**

LGFF engines and water tenders are expected to carry the minimum equipment complements listed above. It is recommended that all engines maintain an equipment inventory list and provide that documentation during check-in at the incident.

Standard cache equipment/items from a LGFF apparatus that are damaged, destroyed, or left on the line may be replaced at the incident at the discretion of the agency Line Officer.

Non-standard cache items may be replaced at the incident if the incident has a method of procurement. If no buying team or other method of procurement is available, LGFF personnel may obtain an S number (Supply resource order) to purchase the item when they return to their home unit (a Supply resource order is required for approved repair or replacement of items on all federal incidents). The cost of the replacement item can then be billed back to the incident. All items for replacement are subject to host agency approval and appropriate documentation must accompany any claim for lost, damaged, or destroyed equipment.

### **E. Tank Baffles**

Water tanks must be equipped with permanent partitions that reduce the shifting of the water load. Engines shall have the water tank baffled in a manner that conforms to the NFPA Standard 1906, or the American Society of Mechanical Engineers standards, or other industry-accepted engineering standards. Modifications of tanks to meet GVWR must be permanent; under-filling, overflow devices or water displacement devices are not allowed.

### **F. GVW & GVRW**

Compliance with applicable standards, rules, regulations, laws, and other codes is the responsibility of the LGFF. All water tenders and water trucks must meet the Gross Vehicle Weight Rating (GVWR) requirements when fully loaded. Fill limiting devices are not allowed. When fully loaded (including operators and accessory equipment), engines will conform to manufacturer's GVWR. The vehicle GVWR/Gross Axle Weight Rating plate should be on the driver's side doorpost, driver's door, or in the glove compartment. If missing or illegible, the LGFF shall provide a GVWR certificate from the manufacturer stating front, rear, and total GVWR. This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating.

## **V. Mobilization**

### **A. General Information**

The intent for LGFF mobilization is to meet interagency wildland fire system needs and provide specific training opportunities that build the capacity of LGFF. Mobilization of a LGFF is not intended to provide an ongoing "business" for any LGFF entity. As the designated hiring agency, DNRC retains the right to manage who, what, and under what circumstances it will mobilize local government personnel or equipment. The Northern Rockies Coordination Center (NRCC) and all other interagency dispatch centers will fill orders from the best, most logical source, as determined based on urgency, availability, delivery time, reasonable cost, and operational impact on the units.

This plan recognizes the need and legal responsibility of local government entities to provide for continued services within their home jurisdictional boundaries. LGFF entities are responsible for accepting a request for mobilization of resources in a manner that ensures adequate local capability is maintained in their home district.

Prior to mobilization, all resources should review the [Contractor/Cooperator/Operator Checklist](#).

### **B. Resource Availability and Tracking**

LGFF entities are responsible for routinely communicating with the local DNRC Hiring Office on the availability of their resources for mobilization. DNRC will coordinate and report that availability status to the local Interagency

Dispatch Center. During periods of heightened fire activity this communication between the LGFF and DNRC may need to occur weekly or even daily.

### C. Work/Rest, Length of Assignment and Days Off

DNRC adheres to the guidelines for work/rest, length of assignment, and days off as outlined in the [Chapter 10 \(white pages\) SIIBM](#). All mobilization, including assignment extension for hire, is subject to DNRC approval, since DNRC carries the expense of every mobilization. Assignment extensions require approval by the DNRC Hiring Office and must be documented on a Resource Extension Request Form.

DNRC employees including EFFs *may* be entitled to one compensated R&R day after a consecutive 14-day assignment per the Work/Rest and Work-Length Policy. If the Incident Commander (IC) on an incident feels it is warranted, it may be provided by the incident prior to demobilization.

### D. Travel

All LGFF resources under the control of the incident or incident agency will follow incident agency requirements when staying at the incident base or other location. Individuals are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem. When resources are required to be self-sufficient, it should be documented on the resource order, or they must have written approval from the Incident Management Team (IMT) or host agency. Such documentation is required for reimbursement. Individuals who deviate from incident agency requirements will not be reimbursed for unauthorized expenses. Most incidents utilize a base camp to provide for resource needs through the use of a caterer, local restaurants, or other food providers. LGFF resources are expected to stay in camp. If a resource decides not to stay in camp, permission from the IC is required to leave camp and any travel time, travel expenses, and fuel used is not compensable. Lodging costs are also not covered in this situation.

No additional travel will be paid for delays due to equipment break downs or travel deviations. LGFF that deviate from the normal travel route are considered “no longer available” and are not entitled to reimbursement for travel time and expenses from the point the travel deviation occurs.

### E. Crew Swap/Crew Change Out

Travel expenses and travel time incurred swapping out LGFF crews is compensable at the end of a crews’ tour of duty (i.e. at the end of a 14-day assignment) if the resource (i.e. engine) is extended and there is a need to re-crew the equipment.

Travel expenses and travel time for crew swaps that occur within the tour of duty (<14 days) to meet LGFF department staffing needs are done so at the cost of such departments. Travel expenses and travel time incurred for replacement of an individual due to an emergency demobilization may be compensable, depending upon the circumstance, and is at the discretion of the agency Line Officer or Agency Administrator.

### F. Mobilization Boards

Each geographic or dispatch zone has the option to establish a Zone Mobilization Board. Each Zone Mobilization Board would consist of at least one representative from the respective DNRC Land Office, Montana Fire Chiefs Association, Montana Fire Wardens Association, and members of any appropriate federal fire agency for that geographic/dispatch area. Zone Mobilization Boards allow a dispatch zone to use a system approach to deal with government mobilization of government resources working within their area. Two options are (a) a formal Zone Mobilization Board that meets at specified times and with a formal structure, or (b) forming a board on an as-

needed basis if the need arises from conflict or need to accomplish the purposes stated below. The other method commonly utilized is having the Zone Multiagency Coordinating Group (MAC) group or DNRC Land Office coordinate these efforts. Whichever method is used, it should be based on need and not as a required board or group.

**Purpose:**

- Make contact with Fire Wardens/Fire Chiefs in each county in the geographic area to keep them informed of fire activity statewide.
- Establish drawdown plans, when possible, for local resources based on fire danger within the geographic area.
- Assist the Land Office, Dispatch Centers, Zone Support Centers, and NRCC in determining availability status for local resources available for assignments out of jurisdiction(s). This includes assignments to another dispatch zone or assignments outside the NRGAs. The board could assist the dispatch center with the establishment of a dispatch rotation that provides for the fair and equitable mobilization of government resources for assignments outside their local jurisdiction. At times, this may require a Zone Mobilization Board representative to work in a dispatch center as a liaison or agency representative.
- Assist the Land/Unit Office fire coordinator in mobilization of local resources.
- Serve as a point of contact for Fire Wardens/Chiefs in each mobilization zone and to help deal with state and local fire situations, issues, and concerns and provide input to the Fire Chiefs/Fire Wardens/DNRC Wildland Committee.
- Represent LGFF on Zone MAC Groups.

## **G. LGFF Technical Specialist**

When five or more LGFF resources are dispatched to an incident, DNRC or the IMT may furnish a Technical Specialist to assist with any issues concerning personnel or equipment with the goal of helping to mitigate significant differences which may arise and to ensure the departments are signed up properly. This person works for the IMT and is commonly housed in the Finance Section. This person is responsible for coordinating with the Incident Commander and the Command and General Staff on matters pertaining to resources (equipment and personnel), and in some cases jurisdictional responsibilities of LGFF resources associated with the incident, and may assist in the day-to-day operations with the LGFF.

**Position Responsibilities (Technical Specialist):**

- Advise the Agency Administrator (AA), Incident Business Advisor, and the Incident Management Team of the area LGFF's jurisdictional responsibilities, including mutual aid responsibilities.
- Review contract specifications (such as: Operating Agreements, Memorandum of Understanding (MOU), Initial Attack Agreements, and/or DNRC IRAs) regarding pay (equipment and personnel).
- Review business-management activities to assure compliance with legal and fiscal requirements and efficient use of resources, including property management, law enforcement, and civil rights.
- Prepare a checklist of items that the Finance/Administration Section Chief (FSC) and the IMT need to be aware of including terms and conditions of operating plans or agreements.
- Review job responsibilities and assignments for LGFF personnel.
- Monitor local jurisdictional agency responses in meeting jurisdictional responsibilities.
- Attend incoming briefing with the IMT if possible; make contact with the FSC.
- Attend planning sessions and make known the availability of LGFF resources, i.e., length of commitment, rotating personnel, and impacts to local government operations.

- Provide information on the use of equipment and personnel through the FSC. Coordinate with the Logistics Section Chief (LSC) to identify problem areas for the LGFF such as interaction with the IMT and logistical support.
- Coordinate with the FSC and the LSC to assure timekeeping and recording is being completed. Provide assistance to appropriate personnel on timekeeping, commissary, travel, accidents, injuries, personnel problems or emergencies, and other administrative needs.
- Check for compliance with equipment specifications, certification, engine typing, and Federal Excess Property use guidelines.
- Ensure safety, personal protective equipment, other equipment, and actions of the LGFF personnel are consistent with approved standards.
- Assist the IMT in providing for the well-being, coordination with, and safety of assigned LGFF resources.
- Assist the IMT in the demobilization of LGFF resources.
- Provide direction for distribution of pay documents.

## H. LGFF Critical Mission Task Force

DNRC, in times of serious need, may assemble LGFF Critical Mission Task Forces to support ongoing incidents. The intent of forming a Local Government Critical Mission Task Force is to mobilize resources for a very specific task within a limited time frame. For example, a DNRC Land Office may compile LGFF fire forces from their local area to mobilize and respond to a neighboring county to assist with a short-term critical mission resource need (i.e. surge capacity for imminent structure protection). Once the objective of the Task Force is completed the entire Task Force will be demobilized.

- All resources and equipment will meet the Wildland Fire Qualification System Guide, PMS 310-1 and the NR supplement to Chapter 50 of the SIIBM.
- All resources will be mobilized and reimbursed commensurate with [NR supplement to Chapter 50 in the SIIBM](#).
- The intent of this type of mobilization is to be a short duration assignment. A typical assignment should be completed within 48 to 72 hours. Actual duration of the assignment will be negotiated between the sending and ordering units.
- The Taskforce will be mobilized and demobilized as a complete Taskforce. The Taskforce can't be divided up and/or reassigned.
- A Montana DNRC Land Office must approve the resource order for each Critical Mission Task Force.
- A DNRC Land Office will implement and coordinate each Critical Mission Task Force.

## I. Assignment Extensions

All assignment extensions are subject to DNRC approval, since DNRC carries the expense of every mobilization. Assignment extensions will require pre-approval by the DNRC Hiring Office and must be documented on a [Resource Extension Request Form](#).

## J. LGFF EMS Mobilization

### 1. Single Resource EMS Personnel

ALL EMS providers working within the State of Montana must have a current professional license, as determined by the Montana Board of Medical Examiners. Individual LGFF EMS personnel may function at the Basic Life Support level anywhere in the state with a current licensure of Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic as long as they are following Montana State Protocols ([www.emt.mt.gov](http://www.emt.mt.gov)). If individual EMS personnel are expected to

function at any level beyond Basic Life Support, they must have medical direction (Montana recognized Medical Director) that agrees to provide medical oversight (medication procurement, QI/QA and retrospective operational review) while operating on a fire assignment. This should be confirmed in writing (the individual EMS provider should be able to provide) or via direct phone contact with the Medical Director providing oversight.

State of Montana EMS Licensure can be verified by either the individual providing a copy of their licensure or the incident can confirm current licensure by going to [www.ebiz.mt.gov/pol/](http://www.ebiz.mt.gov/pol/) and going to “licensee look up”.

LGFF EMS hired and mobilized for use on interagency incidents must have completed an annual Fireline Safety Refresher (RT-130). Personnel who are fireline-going and are assigned in one of the fireline position titles, must be qualified at the Firefighter Type 2 level (FFT2) or above and must meet minimum training and fitness ([see Training and Qualification section](#)). Personnel who are not line qualified and those assigned to stay in fire camp, must be escorted to and from the fireline with a line-qualified person.

The training and qualifications above can be documented on a DNRC sponsored Incident Qualification Card or a LGFF Chiefs Certification Form. The LGFF Chiefs Certification form is NOT USED to certify an individual as an EMT but is utilized to certify that the individual has the above listed minimum fireline qualifications per NWCG Standards for Wildland Fire Position Qualifications (PMS 310-1). EMT qualifications must be documented/certified on a state medical certification form/license. For DNRC sponsored Incident Qualifications Cards, proof of EMS licensure currency and medical oversight will be managed at the local level through the home unit agency certifier.

LGFF EMS providers are expected to arrive at the incident with a basic equipment kit and furnish a kit inventory list upon check-in at an incident. While at the incident the EMS personnel will keep a daily log of medical supplies used for reimbursement purposes at the end of the incident. All replacement items must be documented in writing by the Medical Unit Leader or their designee. ALS kits will be signed up on either an Emergency Equipment Rental Agreement (EERA) or IRA. The resource order must note the kit as a support item.

## 2. LGFF Ambulances and Equipment

Applicable state laws and regulations for Montana EMS service providers can be found in the [Montana Code Annotated, Title 50, Chapter 6](#), and [Montana Administrative Rules Title 37 Chapter 104](#).

EMS services are licensed in Montana at various levels of care. Those levels are Basic, Basic with authorization to provide ALS, or ALS. In order to be licensed at those various levels, all personnel working for that service are Montana licensed, and the service must have medical oversight; therefore, verifying the licensure status of individual EMS personnel or medical oversight is not necessary for LGFF ambulance personnel.

Ambulances and Medical Equipment will be under hire for incident use only using Hiring Options 1, 2, or 3 and rates found in the NR supplements to Chapter 10 and 50 of the SIIBM. LGFF Ambulance services operating outside of their normal jurisdiction are encouraged to contact local hospital(s) for online medical control and to discuss resource capability.

When the ambulance is mobilized to transport a patient, the hourly rate is dropped to \$0.00 and the ambulance reverts to their normal billing procedures for the medical incident, which would include a loaded mileage rate. For all patient care and transport, the ambulance will submit a bill to the patient’s appropriate home agency for

workers' compensation billing. The Agency Provided Medical Care guidelines for the Northern Rockies states that all care beyond basic first aid will be processed through the patient's appropriate workers' compensation insurance. Medical transport shall be documented, for both equipment and personnel resources as appropriate, on the required shift ticket and shall be turned in to Finance (if available) or the Land/Unit office for documentation purposes. If no patient care or transport occurs, the ambulance will be paid the hourly rate for the time worked.

Additional personnel may be ordered at the discretion of the incident managers. Additional personnel will be necessary for incidents that require coverage for more than 16 hours per day. When ordering ambulances or chase units, consideration should be made for providing adequate work/rest ratios.

BLS and ALS kits are to be provided by the qualified medical personnel who are being hired. Kits will be reimbursed at rates determined in the NR supplement to Chapter 50 of the SIIBM. Use shall be documented on a DNRC combined Emergency Personnel and Equipment Shift Ticket.

A BLS kit must contain the minimum Basic Equipment Kit items as listed below per Montana Administrative Rule and must be documented on a resource order and requested by the incident. Each kit must contain a complement list with the kit contents listed. For ALS kits, the minimum BLS kit must be provided, in addition to any additional ALS items directed by medical control. Any personnel using such kits must be under the medical direction of their sponsoring medical director per Montana Administrative Rules, Montana Codes, and the Montana EMS protocols.

**The minimum BLS Kit contents include:**

- Two air occlusive dressings
- One blood pressure manometer with adult, extra-large adult, and pediatric cuffs
- One stethoscope
- Five dressings (assorted)
- Two pairs of exam gloves
- One pair of safety glasses to provide splash protection for the ECP
- One surgical mask
- One oral glucose
- One flashlight
- Four soft roller bandages
- Four rolls of adhesive tape of assorted sizes
- One pair of heavy leather gloves
- One helmet for personnel that is capable of protection from head injury
- Paper and pen or pencil
- One pair of scissors
- One nasal oxygen cannula
- One adult and one pediatric oxygen mask
- One portable oxygen system containing at least 200 liters of oxygen with regulator and flowmeter
- One bulb syringe or equivalent suction apparatus
- One mouth to mask resuscitator with one-way valve, oxygen inlet and oxygen connecting tubing
- Four oropharyngeal airways of assorted child and adult sizes
- Four triangular bandages

ALS kits must contain all the above noted items, in addition to those items required by the sponsoring medical director.

#### **K. LGFF Rapid Extraction Module Support (REMS) Mobilization**

REMS is an extraction team that provides technical expertise in the use of Low Angle Rope Rescue Operations (LARRO), High Angle Rope Rescue Operations (HARRO), and advanced terrain techniques to transport a patient to either a vehicle or aircraft for transport to an appropriate medical facility or staging area to meet medical assistance. Typically utilized by Incident Management Teams, a REMS presents an option to extract firefighters suffering from an injury or illness while conducting fire suppression in terrain or conditions not conducive to standard extraction methods.

The NRGAs has a mix of federal, state, tribal, and local cooperators with a variety of extraction capabilities. Local government REMS capabilities could include local fire, law enforcement, or search and rescue organizations. County search & rescue organizations frequently train for LARRO/HARRO and should be a primary consideration. REMS would be desirable when conditions do not allow aviation resources the ability to fly safely, and when terrain is too steep or challenging to use current conventional methods of extraction.

Orders for REMS will be placed through established ordering channels in IROC using an Overhead Group Request; Module, Rapid Extraction Support (GACC ONLY). REMS personnel and equipment will be under hire for incident use only, using Hiring Options 1, 2, or 3 and rates found in the NR supplements to Chapter 10 and 50 of the SIIBM.

Since there is currently no standard on REMS configuration(s), the NRCG currently suggests the following as guidance:

- Four Personnel
  - One NWCG FFT1 qualified individual, all others NWCG FFT2 qualified (arduous physical fitness).
  - All trained in Low Angle Rope Rescue Operations.
- Two trained in High Angle Rope Rescue Operations.
- A four-wheel drive vehicle capable of carrying the entire module and equipment.
- May be ordered with UTV.
- All necessary extraction equipment is referenced in the NR supplements to Chapters 20 and 50 of the SIIBM.

For more information: [https://gacc.nifc.gov/nrcc/nrcg/index/2019-REMS-Guidance\\_Revised.pdf](https://gacc.nifc.gov/nrcc/nrcg/index/2019-REMS-Guidance_Revised.pdf).

#### **L. Law Enforcement Mobilization**

DNRC has mobilization agreements with the Montana Sheriffs and Peace Officers Association (MSPOA) and the Montana Highway Patrol (MHP) to mobilize specific resources to augment local government law enforcement resources which are overwhelmed by wildfire events. The MSPOA Agreement is short term and primarily for mobilization for emergency evacuation incidents and does not replace the standard processes for security, road guards, etc. There may be some payment (by agencies) under very specific conditions; therefore, any mobilization under either of these two agreements should be pre-authorized thru the appropriate DNRC Line Officer.

Please refer to the MSPOA agreement located on-line at: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

The agreement between the State of Montana DNRC and the MHP mobilizes law enforcement to ensure public and firefighter safety by providing traffic control and security for roadways and property. Please refer to the agreement located on-line at: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/agreements-plans-and-guides>.

### **M. Northwest Compact Mobilization**

The Northwest Compact is an agreement between provincial wildfire agencies in western Canada (Yukon, British Columbia, Alberta, Saskatchewan, and Northwest Territories) and five state wildfire agencies in the northwestern United States (Alaska, Washington, Oregon, Idaho, and Montana).

The compact is an operational agreement to provide greater flexibility in the exchange of firefighting resources and information between the ten-member agencies outside established mobilization agreements. The State of Montana will be the lead agency for ordering resources under the Northwest Compact. All resources will be ordered through NRCC. Payments for resources ordered under the Northwest Compact will be the responsibility of the State of Montana. Federal agencies will reimburse the State for any resources ordered by the State under the Northwest Compact and used on federal fires. All orders will be documented on a resource order.

## **VI. Reimbursement of LGFF within their Jurisdiction**

Montana LGFF entities formed under MCA, Chapter 7, have a legal obligation for performance and providing service within their home jurisdictions. In general, to qualify for payment within its legal jurisdiction, not including severity, the local government force must be fully committed (the situation has surpassed the jurisdiction's capabilities and all available firefighting resources have been exhausted), have exercised local mutual aid resources as much as reasonable, and have been granted a DNRC County Assist. The criteria for fully committed and commitment of mutual aid resources will vary by county, by time frame, resource availability, activity level, and jurisdictional commitment and is to be determined by the local DNRC Land/Unit office involved.

LGFFs responding to incidents under their jurisdictional responsibility should not expect to be placed into pay status; however, entities may be reimbursed for their operating expenses, as needed, and/or hired within the first 24 hours on an incident, if specifically provided for in an Annual Operating Plan (AOP), IA, Mutual Aid Agreement or approved by the local DNRC office. Approved operating supplies (fuel, oil, and foam) may be covered beginning 24 hours after the initial attack resources are dispatched. Repairs and normal maintenance will be the LGFF's responsibility.

Rostered volunteer LGFF personnel may be hired as EFFs and paid for their time commencing 24 hours after the first initial attack resources are dispatched, unless otherwise designated in the local AOP or negotiated with the local DNRC Hiring Office, beginning with the time of dispatch from the respective dispatching center.

Other eligible reimbursement scenarios may include:

- An extended attack or project fire occurring within/immediately adjacent to the LGFF jurisdiction, causing a burden on the LGFF entity, and requiring prolonged commitment of LGFF resources for an extended period.
- To boost and/or assure extended staffing of a LGFF wildfire incident where it is in DNRC's interest to do so.

- Specialized or specific LGFF equipment necessary to support an incident (i.e. Tenders, Ambulances, Pumps, Tanks).

### A. Severity and Station Staffing

When approved by the DNRC Hiring Office, LGFF personnel and equipment may be hired to bolster DNRC capabilities to respond to and manage wildfires during periods of elevated fire conditions. These LGFF resources remain under the control of DNRC and are performing DNRC's mission. Pre-suppression severity funds may be approved when the planning level requires a measured increase of the available resources required to respond in a timely manner to avert loss to life and natural resources. LGFFs may be hired for pre-suppression severity within their jurisdiction when the LGFF is clearly supporting DNRC's mission.

LGFF personnel will be in pay status (excluding meal breaks) in accordance with the [NR supplement to Chapter 10 and 50 in the SIIBM](#) for the duration of the shift they are performing DNRC assigned duties. LGFF personnel may be available to respond to incidents other than wildland fires that are within the LGFF's responsibility, providing that the LGFF and DNRC have agreed on a plan that clearly outlines items such as notification, move-up of resources or preposition, and ensures the individuals are removed from pay status for the duration of these types of incidents. DNRC may move-up resources or preposition with other available resources and has no responsibility to rehire the LGFF.

"Station Staffing" is a cooperative effort between DNRC and the LGFF entity for the purposes of funding personnel staffing for unstaffed (i.e. volunteer), or up-staffing otherwise understaffed, fire stations during periods of critical fire occurrence. This non-traditional method of hiring LGFF entities helps bolster local, coordinated and rapid initial attack with the goal of reducing the likelihood of large/escaped fire situations that would require mobilizations of costly personnel and equipment. Typically, LGFF entities are staffing their assigned DNRC-owned County Coop Engines with their rostered personnel hired as EFFs (or under an Option 3 Cooperative Agreement). Apart from a refurbishment fee, DNRC-owned County Coop Equipment is not compensated for in-state fire use. Occasionally during periods of exceptional activity, this station staffing is broadened to authorize including other LGFF-owned apparatus. Payment of other apparatus is subject to terms documented in an AOP, MOU, and appropriate IRA (or otherwise agreed to by the DNRC Hiring Office).

NOTE: If LGFF staffed station resources are mobilized to a wildfire incident, the local DNRC Hiring Office may authorize re-staffing of the station behind those committed resources to maintain initial attack capability (refill, call-in etc.) This is distinctly different from "backfill" as covered in an Option 3 agreement and should be appropriately documented.

All LGFF reimbursement will be in accordance of the NR supplements to Chapter 10 and 50 of the SIIBM. Severity rates for LGFF equipment is 100 percent of the established hourly rate under hire. Resources assigned to a severity assignment (either DNRC or Federal) shall complete all required fire finance paperwork as prescribed by that hosting/hiring unit. Upon completion of the assignment, the LGFF will submit a complete package back to their home DNRC Hiring Office for payment processing.

### B. Mutual Aid

Mutual Aid resources may be converted to paid status after the initial response if the Land/Unit office deems it in the best interest of the DNRC to do so. Mutual aid will not be paid without Land/Unit office approval. Mutual aid responses will be paid according to the requesting jurisdictions' AOP. In absence of an AOP, a standard of eight (8) hours mutual aid is in effect. It is the responsibility of the resource to contact the IC and request to

remain on the fire. The ultimate decision for that resource remaining on the fire is contingent on the needs of operations, and approval by the IC and local Land or Unit office. If the resource remains on the fire beyond the mutual aid period without going through the IC approval and sign up process, the resource will not be paid. The following conditions and criteria must be met to be placed in to pay status:

- IC and DNRC Land/Unit (or federal agency if involved) approval
  - Equipment and personnel must meet agency standards put forth in this mobilization guide
  - Have/can get a resource order or initial attack justification
  - Have a final inspection or have signed the “No Damages/No Claims” statement of the OF-286 upon demob
  - Identified critical incident need and/or resource shortages
- If a pre-season equipment rental agreement is not currently in place, the LGFF should contact the local DNRC Hiring Office to initiate an IRA.

If these criteria are met, the resource may be paid back to the first hour of the mutual aid request. It is the responsibility of the LGFF to ensure that these criteria are met. If any of the criteria are not met, any time worked will be considered donated mutual aid time.

All LGFF shift tickets and other appropriate documentation should be filled out from the time of dispatch regardless of pay status to facilitate conversion to pay status when applicable.

Some Common LGFF Mutual Aid Response Scenarios:

#### **Scenario 1**

Multiple agencies (DNRC, USFS, LGFF) respond to a wildfire incident in an area of overlapping jurisdiction and work under unified command. The fire is caught and suppressed in less than 2 hours. All agencies cover their own costs per the county-wide annual operating plan. Reimbursement/exchange of funds is not necessary.

#### **Scenario 2**

A wildfire occurs in an area of wildland urban interface. Multiple agencies respond (DNRC, BLM, and several LGFF) but the fire continues to grow. A Type 3 IMT is ordered and assumes command of the fire. As the IMT takes command of the fire, the IC inquires if any of the LGFF on scene are willing to continue working on the incident. A few of the LGFF resources are qualified and can fully commit to the incident. Those resources are moved into pay status in consultation with the local DNRC Hiring Office. The remainder of LGFF resources are released back to their home district as fresh resources arrive to relieve them. No reimbursement is necessary for those resources released within the mutual aid period as outlined in the countywide AOP; however, DNRC could authorize reimbursement of those resources if it was deemed in the best interest of the State to do so.

#### **Scenario 3**

A long-duration project fire is making a significant run downslope toward a subdivision. The IMT in charge of the fire has established Unified Command with the LGFF Rural Fire District Chief. Contract and agency resources are in short supply and will not be able to respond to the incident in a timely fashion for the situation at hand. The LGFF makes a county-wide mutual aid request for a structure protection surge. Several LGFF Strike Teams respond and perform structure protection in concert with the IMT. Following an intense 12-hour shift of structure protection operations, the LGFF resources are released

back to their home districts. A reimbursement/payment discussion will need to be held with the local DNRC office, the LGFF, and the IMT. Most likely those same resources should be converted to pay status (see also LGFF Critical Mission Task Force and FMAG) providing documentation was kept as to those hours worked.

## VII. Local Government Cost Recovery Options

### A. State/County Cooperative Fire Program “County Coop”

DNRC is charged in statute with the “duty to ensure the protection of land under state and private ownership and to suppress wildfires on land under state and private ownership.” (MCA 76-13-104) By formally partnering with all 56 counties in Montana, DNRC ensures wildland fire protection on over 45 million acres of state and private land via an arrangement known as County Coop Fire Protection. Through the County Coop arrangement, Montana counties agree to provide the basic level of wildland fire protection through a system of rural firefighting organizations and county personnel. These county and local government fire forces provide primary initial attack and, in most cases, extended attack on wildland fires in their jurisdiction. In return for this service, cooperating counties receive DNRC support in the form of organizational and technical assistance, equipment, training, and direct fire control assistance when needed. When a wildland fire exceeds the capacity of the county, the DNRC can intervene to assist the county; bringing to bear the considerable resources of the State and its federal partners at no cost to the benefitting county.

A county may request fire suppression assistance under the terms of the State/County Coop Fire Control Agreement:

- County resources must be and remain fully committed for the duration of the incident within their jurisdiction and retain command or enter unified command (the county should provide a Line Officer or Line Officer representative).
- County Commissioners/County Firewarden may verbally contact the local DNRC Land/Unit office to initially request assistance under the agreement.
- County Commissioners must submit a formal letter to the State Forester requesting assistance and support within 48 hours following a verbal request.
- The county is responsible for their costs within the county.
- The county is responsible for any costs accrued through Mutual Aid unless other agreements have been made with the DNRC Line Officer.
- DNRC will be responsible for eligible resources ordered through the system from outside of the county.
- DNRC will be responsible for eligible resources ordered within the county provided that they are autonomous of county government or those resources fall within the guidelines for payment of LGFF within their jurisdiction, and DNRC finds it in its best interest to reimburse within those guidelines.

### B. Governors Emergency Declarations

A county may request a Governor’s Emergency Declaration which may provide for reimbursement of eligible county fire suppression costs.

- The county requested assistance through DNRC via a Cooperative Fire Control Agreement with DNRC, which established the beginning of the eligibility period.
- The county invokes the emergency 2-mill levy.
- The county requests a Governor’s Emergency Declaration for reimbursement of eligible county fire suppression costs through the Montana DES.
- DES administers oversight and distribution of state emergency funds to the requesting county.

### C. Fire Management Assistance Grant “FMAG”

DNRC may request federal assistance for certain wildfire incidents that rise to the level of “major disasters” (i.e. threatening lives, property and critical infrastructure). If approved, FEMA may provide federal reimbursement of a percentage of state and local costs associated with the wildland fire incident.

FEMA evaluates a fire threat using four criteria:

- The threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas.
- Availability of state and local firefighting resources.
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Rating System.
- Potential for major economic threat.

The request is approved or denied based on:

- The conditions that existed at the time of the state’s request.
- Whether the fire or fire complex threatens to cause a major disaster.

These grants do not provide assistance to individual home or business owners and do not cover other infrastructure damage caused by the fire. FEMA will reimburse state and local governments 75 percent of the eligible fire management costs. All eligible work and related costs must be associated with the incident period of a declared fire.

For more information: <http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/manuals/300manual/app-60-fire-mangement-assist-grant-prog.pdf>

#### 1. LGFF Subgrantee Status

Local government jurisdictions may also apply as a “sub-grantee” to an approved DNRC FMAG. The supporting documentation standard is very high for reimbursement of FMAG fires. It is critical that resources mobilized to an FMAG incident thoroughly document their actions and use.

Examples of eligible fire management costs:

- Firefighting and support services
- Equipment and supplies
- Evacuations
- Sheltering
- Traffic control/barricading
- Security
- Emergency Operations Centers
- Temporary repairs of damage caused by firefighting activities, not by the fire itself.

## VIII. Timekeeping and Requirements for Payment

DNRC is not authorized to make payments directly to local government fire service organizations. Per MCA 17-8-311, "All payments made by a state agency to any city, town, county, or local government entity must be payable to the Finance Officer of the appropriate city, town, or county."

All payment for LGFF equipment is transacted through the DNRC. Timely and accurate submission of fire packets helps to expedite payment/reimbursement.

- LGFF personnel are responsible for legibly completing Crew Time Reports, or DNRC combined Emergency Personnel & Equipment Shift Tickets for all time under hire. These documents are either submitted daily to the Finance Section of an incident or submitted directly to the DNRC Hiring Office (if working locally).
- During demobilization, ensure the Finance Section provides the LGFF designated representative with ALL original documentation required for payment/reimbursement. This includes the original Incident Time Report OF-288, Emergency Equipment Shift Ticket (OF-297), or DNRC Combined Shift Ticket, and Emergency Equipment Use Invoice OF-286. When OF-288s are not provided by the incident, original Crew Time Reports shall be returned to the LGFF.
- LGFF fire payment packets should be submitted to the DNRC Hiring Office within one month of the demobilization date, preferably sooner, and certainly no later than 60 days without prior approval by the Hiring Office. Late payment packets received after December 31<sup>st</sup> of the current incident year may not be paid.

## IX. Claims

Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible Line Officer or his or her designee, who must be named on the DNRC Authorized Signers List. When possible, claims should be settled at the incident. Settled claims may require a Supply (S#) resource order number for reimbursement/payment. For comprehensive information on handling claims against DNRC, see Chapter 370 in the DNRC 300 Incident Business Management Manual, or contact the Forestry Division Office, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.

## X. Appendices & Links

### A. Index of Acronyms

AIS – Aquatic Invasive Species	LARRO - Low Angle Rope Rescue Operations
ALS – Advanced Life Support	LGFF – Local Government Fire Forces
AOP – Annual Operating Procedures	LSC – Logistics Section Chief
BLS – Basic Life Support	MAC – Multiagency Coordinating Group
CDL – Commercial Driver’s License	MHP – Montana Highway Patrol
DNRC – Department of Natural Resources & Conservation	MOU – Memorandum of Understanding
DOT – Department of Transportation	MSPOA – Montana Sheriffs & Peace Officers Association
EERA – Emergency Equipment Rental Agreement	MT DES – Montana Department of Emergency Services
EFF – Emergency Fire Fighter	NFPA – National Fire Protection Agency
EMAC – Emergency Management Assistance Compact	NH – National Hose
EMS – Emergency Medical Service	NIMS – National Incident Management System
ENOP – Engine Operator	NR – Northern Rockies
FFT1 – Fire Fighter Type 1	NRCC – Northern Rockies Coordination Center
FFT2 – Fire Fighter Type 2	NRCG – Northern Rockies Coordinating Group
FSC – Finance Section Chief	NRGA – Northern Rockies Geographic Area
GACC – National Geographic Area Coordination Center	NWCG – National Wildfire Coordinating Group
GPM – Gallons per Minute	OF-288 – Incident Time Report
GVW – Gross Vehicle Weight	OF-297 – Emergency Equipment Shift Ticket
GVW – Gross Vehicle Weight	PERS – Public Employees Retirement System
GVWR – Gross Vehicle Weight Rating	PSI – Pounds per Square Inch
HARRO - High Angle Rope Rescue Operations	PTB – Position Task Book
IC – Incident Commander	Red Card – Incident Qualification Card
IMT – Incident Management Team	REMS – Rapid Extraction Module Support
IQCS – Incident Qualification and Certification System (Federal Agencies)	RT-130 – Fireline Safety Refresher
IQS – Incident Qualifications System	SIIBM – Standards for Interagency Incident Business Management
IRA – Incident Rental Agreement	STEN – Strike Team Leader Engine
	WCT – Work Capacity Test

**B. NR Supplements to the Standards of Interagency Incident Business Management handbook**

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>

**C. Montana DNRC LGFF Business Page**

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/local-government-fire-forces>

**D. LGFF Hiring Options Chart**

<http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/forms/2021-lgff-hiring-options-chart.pdf>

**E. Contractor/Cooperator/Operator Checklist**

[http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/contracts/2020\\_contractor-cooperator-checklist.pdf](http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/contracts/2020_contractor-cooperator-checklist.pdf)

**F. MT DNRC Instructions and Checklist when signing up equipment under an IRA**

[http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/forms/ira/2020\\_ira-instructionschecklist.docx](http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/forms/ira/2020_ira-instructionschecklist.docx)

**G. NRCG Structure Protection Guidelines**

<https://gacc.nifc.gov/nrcc/nrcg/index/Structure-Protection-Guidelines.pdf>

**H. State/County Cooperative Fully Committed Guidelines**

<http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/suppression/cooperative-county-fully-committed-guidelines-2015.docx>